

**Jefferson County
Position Description**

Name:		Department:	Highway		
Position Title:	Construction Superintendent	Pay Grade:	11	FLSA:	Exempt
Date:	July 2015	Reports To:	Operations Manager		

Purpose of Position

The purpose of these positions is to plan and manage highway construction projects for Jefferson County Highway Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans and organizes overall highway project management including: paving, grade work, snow removal, sealcoating, bridge inspections, and townships.
- Anticipates project costs and prepares estimates.
- Ensures completion of projects within scope, budget, and schedule, including compliance of any federal, state or county reporting requirements.
- Schedules and directs crews and provides supervision of staff, including but not limited to participating in hiring, training, monitoring performance, establishing goals, and issuing work performance improvement plans.
- Analyzes data and provides construction and/or operations recommendations to Highway Operations Manager, Highway Commissioner and Highway Committee.
- Coordinates projects with other superintendents, managers and contractors.
- Responds to concerns and complaints from general public.
- Oversees aggregate production and quantity control.
- Coordinates FEMA demolitions and maintains records.
- Oversees the Signing Department.
- Performs other Highway Superintendent duties in their absence.

- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Coordinates onsite safety programs.

Minimum Training and Experience Required to Perform Essential Job Functions

Two years related post-secondary education, 5 years highway construction experience, and 3 years management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Possess a valid Wisconsin motor vehicle operator's license.

Other Requirements:

Physical: Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to climb and lift, push, pull a minimum of 50 pounds.

Work Environment: May work with chemicals and fumes. May be required to work outdoors in unfavorable conditions.

Hours of Work: Typically works weekdays with an on-call rotation for nights and weekends.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date